

Opening Date: April 12, 2013
Closing Date: OUF
Work Location: Austin, Texas
Posting Number: 13-26
Monthly Salary: \$2,971
Group/Class: B17/1100
Travel: 10%
Division: Financial Monitoring
Number of Positions: 1

JOB VACANCY NOTICE

Financial Examiner I

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Performs routine financial monitoring work. Conducts financial compliance and stability reviews of local entities for which the Board serves as lender or grantor. Provides financial monitoring support and assistance to agency program and contract managers and senior staff. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions

- Reviews borrowers' ordinances and financial documentation to determine compliance with Board requirements.
- Conducts financial compliance and stability reviews of municipalities for which the Board serves as bondholder identifying material noncompliance.
- Monitors the use and conducts final accountings, determining the disposition of loan and grant proceeds for authorized project funds.
- Examines records to verify assets and liabilities, and operating trends to determine solvency.
- Provides support to senior staff in reviewing and reporting related to the Board's financial interests.
- Prepares financial database queries and reports using MS-Access, MS-Excel or MS-Word.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college with a Bachelor's degree in finance, accounting, business administration or a related field.

Knowledge, Skills, and Abilities

- Knowledge of municipal financial statements.
- Knowledge of financial and statistical analysis.
- Knowledge of terminology applicable to governmental finance, accounting and auditing.
- Knowledge of Texas municipal debt issuance processes.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and Generally Accepted Government Auditing Standards (GAGAS).
- Skill in use of personal computers, spreadsheets, databases, and word processing software.
- Skill in oral and written communication.
- Ability to work efficiently in a dependable, organized and productive manner in order to manage workload to meet schedules and deadlines.
- Ability to work as a team member in a courteous and effective manner.
- Ability to organize, analyze, consolidate and interpret data.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs